



PR/122823 | HR Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1525654

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年04月22日 06:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Our client is looking for HR Manager with details as follow:

Responsibilities:

- Spearhead comprehensive HR operations, encompassing recruitment, onboarding, employee engagement, and performance management.
- Direct the full recruitment cycle, from sourcing and interviewing to final hiring decisions.
- Design and execute initiatives to boost employee morale and satisfaction.
- Plan and conduct employee training programs, events, and team-building exercises.
- Oversee the performance review process, offering support and guidance to managers and staff.
- Maintain precise employee records and guarantee adherence to HR policies and legal requirements.
- Develop and refine HR policies and procedures as needed.
- Ensure all HR-related activities are compliant with relevant laws and regulations.
- Manage all General Affairs (GA) functions, including facility management and legal adherence.
- Supervise office and factory construction, renovations, and upkeep.
- Handle contracts with facility service providers, such as cleaning and security.
- Monitor and manage office assets and equipment.

- Guarantee a safe workplace and compliance with company safety standards.
- Administer all business permits, including renewals and new applications, to ensure regulatory compliance and facilitate business growth.

Requirements:

- Bachelor's degree in HR, Law, or related field.
- Minimum 10 years of experience in HR or related roles.
- Fluency in Indonesian, English, and Japanese (JLPT N2 minimum).
- Expertise in Indonesian Labor Law and its practical application.
- Strong negotiation, communication, and confidentiality skills.
- Proficiency in Indonesian corporate law, labor law, and regulatory compliance.
- Experience managing business permits and ensuring compliance (OSS, Siinas LKPM, etc.).
- Understanding of contracts and agreements.
- Proven ability to multitask and work responsibly in a dynamic environment.

会社説明